

Thesis/Dissertation Submittal Process

A Breakdown of the Process and General Requirements for
Format and Arrangement of the Thesis/Dissertation
Document



Master's Thesis

- The master's thesis is a capstone piece of evidence demonstrating the student's ability to **apply** the knowledge acquired during the program within the context of a **research project**.
- It should be submitted in both a format and writing style of such quality that it **meets the scholarly standards set by the profession**. The final document must be worthy of publication within a **professional journal**.
- The thesis stands as a **representative sample** of the **professional quality** of the **student**, the **advisor**, the **members of the thesis committee**, the **program/department**, the **academic college**, and the **university**.

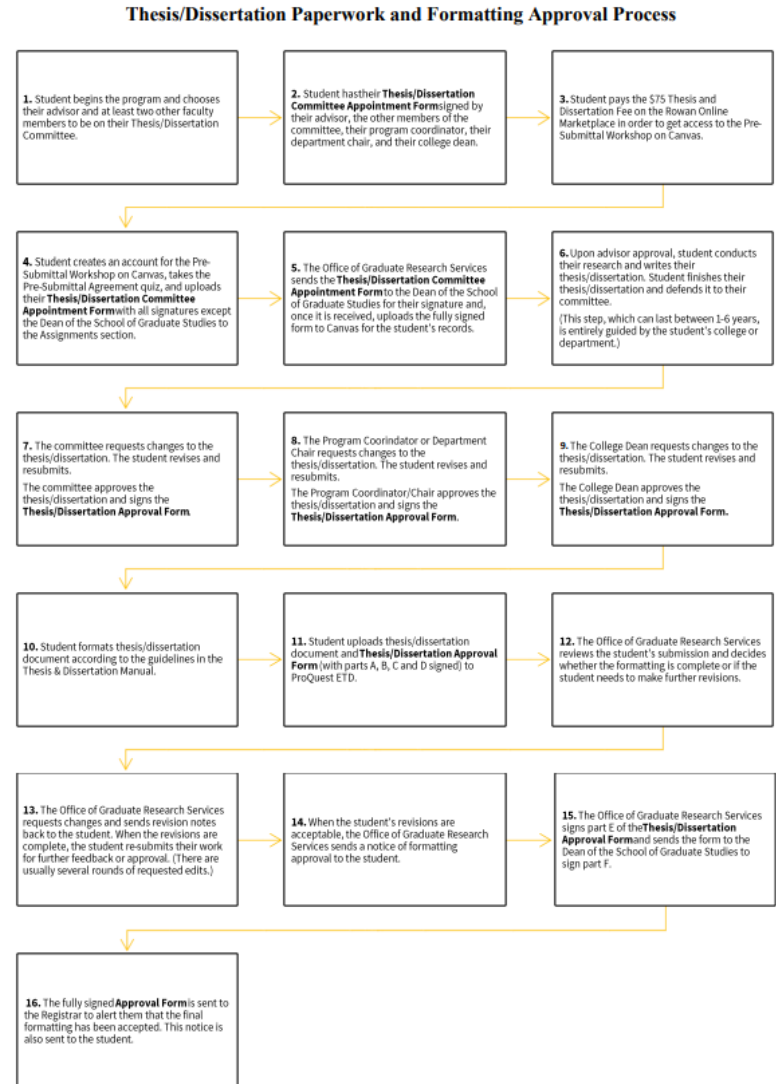


Doctoral Dissertation

- The Doctoral Dissertation is an extended written treatise **demonstrating original and independent investigation and achievement**. The dissertation should reflect not only **mastery of research techniques** but also **the ability to select an important problem for investigation and to deal with it competently**.
- The requirements leading to a Doctoral Degree at Rowan University are designed for a student to **demonstrate present capacities as well as future promise for scholarly work**.
- The dissertation stands as a **representative sample of the professional quality of the student, the advisor, and the members of the dissertation committee, the program/department, the academic college, and the university**.



A Flowchart Overview of the Process



The Thesis/Dissertation Committee

- Preferably, during the first two semesters of the graduate degree program, the student, in consultation with their Thesis/Dissertation Advisor, will **appoint** the Thesis/Dissertation Committee.
- The Committee must be comprised of at least **three** committee members, including the Advisor/Chair. Further requirements for the formation of the committee are determined by the department/college.
- The Committee is responsible for evaluating and reviewing the **content, format and style** of the thesis from its initial stages up to its final version.



The Thesis/Dissertation Committee Appointment Form

- As soon as the student's Committee has been selected, the student will complete and seek the out the appropriate signatures on the Thesis/Dissertation Committee Appointment Form, which is available on the Thesis and Dissertation Requirements webpage: <https://sites.rowan.edu/sgs/graduate-academic-services/thesis.html>
Once all signatures (each member of the committee, the program coordinator, the department head/chair, and the College Dean) have been obtained, the student will turn the form in to the Pre-Submittal Workshop.



Thesis/Dissertation Committee Appointment Form

Candidate's Name: _____ Banner ID: _____

Degree and Program: _____

College: _____ Department: _____

I understand that research involving human subjects (including surveys, questionnaires, and interviews), animals, and/or r-s DNA and biological hazardous materials requires approval from the appropriate regulatory research oversight committees (IRB, IACUC, IBC). I certify that I will comply with current applicable Rowan University policies, federal regulations, and required training pertaining to research before and during all stages of my research.

Candidate's Signature: _____ Date: _____

The thesis/dissertation committee must be comprised of at least three members, including the Thesis/Dissertation Advisor. Please check with your department/program for further requirements.

Committee Chair (*Print name*) Department _____

Signature _____ Date _____

Committee Member (*Print name*) Department _____

Signature _____ Date _____

Committee Member (*Print name*) Department _____

Signature _____ Date _____

Committee Member (*Print name*) – Optional Department _____

Signature _____ Date _____

Committee Member (*Print name*) – Optional Department _____

Signature _____ Date _____

College Approval:

Program Coordinator (*Print name*) Signature _____ Date _____

Department Chair/Head (*Print name*) Signature _____ Date _____

College Dean (*Print name*) Signature _____ Date _____

School of Graduate Studies Approval: (Please upload form to the Pre-Submittal Workshop in order to receive final signature.)

Dean of the School of Graduate Studies (*Print name*) Signature _____ Date _____

Required in order to turn in to Pre-Submittal Workshop

Required in order to turn in to Pre-Submittal Workshop (unless your program requires more than 3 committee members, at which point all department-specified signatures are required)

Required in order to turn in to Pre-Submittal Workshop

Acquired by GRS after form is turned in to Pre-Submittal Workshop



Thesis and Dissertation Fee

- As part of the final format review process for all theses and dissertations, there is a \$75 fee for document processing and archiving services.
- This payment must be made online through the Rowan Online Marketplace:
<http://commerce.rowanonline.com/store/events/items/4755>
- When you have made this payment, you will be automatically enrolled in the required online Pre-Submittal Workshop, which is administered through the Canvas learning management system. (Also known as Instructure.)
- The Pre-Submittal Workshop is where you will turn in the Thesis/Dissertation Committee Appointment Form.



The Pre-Submittal Workshop

The Two Assignments:

- Pre-Submittal Agreement
 - This is a Quiz on Canvas which will ask you to acknowledge that you understand the expectations of the thesis submission process. You must read and agree to all of the statements there to unlock the submission link.
- Thesis/Dissertation Committee Appointment Form Upload
 - You will upload your signed Committee Appointment Form to this assignment on Canvas, after which you will either receive a confirmation of your submission or a request for changes. When the VP for Research has added her signature to your form, then you will receive the final version.

When you have done both of these things, you will have access to the self-guided modules that explain exactly how the thesis document needs to be formatted for final format approval. There is also a very useful template for the preliminary pages available.

Signing up for the PSW also gives you access to weekly Virtual Office Hours, where you can sign up to work with the Graduate Research Services Specialist to go over any difficulties you are having later, during the thesis formatting process.



Writing Your Thesis/Dissertation

- The specific timeline and requirements for your specific thesis/dissertation vary by department. If you have any issues or questions regarding the content of your thesis, then your department, particularly your committee, will be available to help you.
- You can choose to use the thesis/dissertation formatting requirements while you write, or to write first and worry about formatting when you are finished. Whatever works best with your writing process is fine.



Formatting Requirements: Thesis Style Guide

- All specific information about thesis and dissertation formatting can be found in the Thesis and Dissertation Manual, here: <https://sites.rowan.edu/sgs/graduate-academic-services/thesis-dissertation-manual.pdf>
- The thesis consists of two parts: the preliminary pages and the main body of the document.
 - The preliminary pages include the title, copyright, dedication, acknowledgment, abstract, table of contents, list of tables, and list of figures.
 - The main body of the thesis/dissertation starts with the first chapter and ends with the very last page of the document.
- The preliminary pages of the thesis/dissertation must follow strictly the style and format provided in the Manual. To help students accomplish this, we have created sample pages for reference in the appendices of the Manual.
- The style for the main body may change from discipline to discipline or from college to college. Therefore, you must consult with your advisor to determine the most suitable style for your manuscript. The main body of the document should meet the scholarly standards set by the profession in terms of format and style.
- The style and format guidelines provided in the Manual are based on APA 7th edition standards. However, the main body of a master's thesis can adhere to other styles as dictated by their corresponding disciplines. If there is a discrepancy between the Thesis and Dissertation Manual and a style manual, the Thesis and Dissertation Manual takes precedence and is the standard that should be followed.



Thesis and Dissertation Format Checklist

- Inside of the Thesis and Dissertation Manual is a very useful checklist that you can use to make sure that your document is as close as possible to the expected thesis/dissertation formatting.
- Each section of the checklist has a page number that tells you where to refer in the Manual for instructions on that particular element of the formatting.
- Before submitting your final document to ProQuest ETD, make sure that every box on the checklist is checked off.
- If you have questions about formatting or are unsure about how to work with things like page numbers, margins and dot leaders, reach out to Graduate Research Services to ask for one-on-one help, or sign up for a slot in the Pre-Submittal Workshop's weekly Virtual Office Hours.



Formatting: What To Consider Early

If you are so inclined, there are a few formatting requirements that, when taken into account early in the writing process, will make your eventual formatting revisions easier and faster:

1. Margin Requirements
2. APA Heading Requirements
3. The Table of Contents
4. Table and Figure Requirements



1. Margin Requirements

- These are the margin requirements for the body portion of the thesis/dissertation document:
 - Left Margin: 1.5 inches
 - Top Margin: 1 inch
 - Right Margin: 1 inch
 - Bottom Margin: 1inch
- All material must fit within these margins, including tables and figures.

Best Practice:

- When you begin writing your thesis/dissertation, set up the document to have the appropriate margins from the beginning. That way, you will know that your tables and figures won't shift dramatically when you introduce a new margin size later in the process.



2. APA Heading Requirements (APA 7th Edition)

- Rowan's thesis and dissertation documents follow very specific rules for headings in the text.
- Being aware of these rules and working within them while you write your thesis/dissertation will save you possibly hours of time in formatting revisions later.

Best Practice:

- Follow the APA heading level guidelines while you write your thesis/dissertation instead of coming back to fix them later.

APA 7 th Edition Heading Levels	
Level	Format
Chapter Heading/ Level 1	Centered, Boldface, APA Title Case
Level 2	Flush-Left, Boldface, APA Title Case
Level 3	<i>Flush-Left, Boldface, Italicized, APA Title Case</i>
Level 4	Indented, Bold, APA Title Case Heading Ending with a Period. Begin body text after period.
Level 5	<i>Indented, Bold, APA Title Case Heading Ending with a Period. Begin body text after period.</i>



3. Table of Contents Requirements

- It is possible to create a Table of Contents by hand or to use Word's automatic Table of Contents generation tools. With APA 7th edition, it has become easier to use the automatic ToC tools, but it may still bring up unexpected issues. You can build your ToC by hand, or you can use [this guide](#) to create an automatic ToC in Word.
- Only after you are finished ALL of the parts of your thesis/dissertation, from writing it to formatting it to the best of your ability, should you start building your Table of Contents, List of Figures, and List of Tables if you are doing so by hand, so that you do not have to do the same work over and over again.

Best Practice:

- Wait until all of the content of your document is set before you begin building the ToC.



4. Table and Figure Requirements (Figure Option A)

Figure 1

Word Cloud of a Lorem Ipsum Paragraph



Note. Integer at vulputate sem. Duis iaculis diam eu dolor fermentum luctus. Suspendisse potenti. Pellentesque dictum ipsum in sapien blandit eleifend.

Table 2

Most Tables Have Short, Capitalized Titles

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Yes	70%
No	30%

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4a. Figure Option B

For students in the hard sciences (Engineering, Math & Science, etc.), there is an option to choose a figure format that conforms better with the expectations of the field.

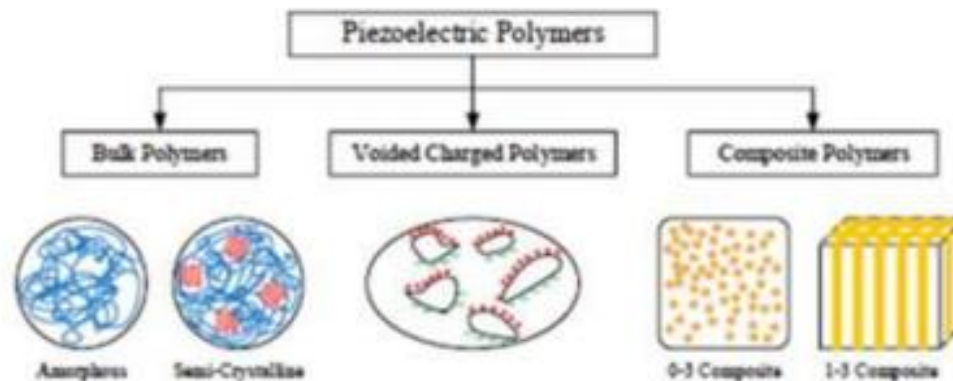


Figure 2.3. Classification and structural details of piezoelectric polymers: bulk piezo polymers, voided charged polymers, and piezoelectric polymer composites.



Defending Your Thesis

- When you successfully defend your thesis or dissertation, or fulfill whatever your department's final step of thesis approval is, your committee will sign your Thesis or Dissertation Approval Form. This form is signed by every member of your committee once you have made any changes requested by committee members. At that point, it is signed by your Program Coordinator or Department Chair. It is then signed by the Dean of your college.
- The Thesis or Dissertation Approval Form will be uploaded to ProQuest ETD alongside your properly formatted thesis document. Once your formatting review is finalized, it will be signed by the Graduate Research Services Specialist and the Dean of the School of Graduate Studies, and then returned to you.



Thesis Approval Form

Required to turn in form alongside thesis draft

Candidate's Name: _____ Banner ID: _____
Degree/Program: _____
Thesis Title: _____
College: _____ Department: _____

Required to turn in form alongside thesis draft

PART A: The candidate has successfully defended his/her Thesis.

Committee Chair (<i>Print name</i>)	Signature	Date
Committee Member (<i>Print name</i>)	Signature	Date
Committee Member (<i>Print name</i>)	Signature	Date
Committee Member (<i>Print name</i>) – Optional	Signature	Date
Committee Member (<i>Print name</i>) – Optional	Signature	Date

Required to turn in form alongside thesis draft

PART B: The content of the Thesis has been evaluated and reviewed to ensure that the Thesis meets or exceeds the standards for the degree, and exemplifies a meaningful contribution to scholarship in its respective field.

Committee Chair (<i>Print name</i>)	Signature	Date
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PART C: The submission of the Thesis is approved by the Program Coordinator or Department Chair.

Program Coordinator/Department Chair (<i>Print name</i>)	Signature	Date
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PART D: The submission of the Thesis is approved by the College Dean.

College Dean (<i>Print name</i>)	Signature	Date
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PART E: The Thesis satisfies the formatting standards of the Thesis and Dissertation Manual.

Graduate Research Specialist (<i>Print name</i>)	Signature	Date
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PART F: The submission of the Thesis is approved by the Dean of the School of Graduate Studies.

Dean of the School of Graduate Studies (<i>Print name</i>)	Signature	Date
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Acquired by GRS after thesis formatting is completed.



ProQuest ETD Administrator

- This is the place where you will upload your final thesis/dissertation document for formatting review. You can reach this website from the Pre-Submittal Workshop, in the Submit Your Thesis/Dissertation Module.
- Specific instructions for setting up an account and entering submission information are available in the Thesis/Dissertation Manual.
- Documents Uploaded to ProQuest ETD:
 - A complete copy of your committee-approved thesis or dissertation document, formatted to the specifications of the Thesis/Dissertation Manual and the instructions on the Pre-Submittal Workshop.
 - A copy of your Thesis or Dissertation Approval Form, signed by your entire committee and your college dean.



Thesis Formatting Revision Feedback

- When you upload your thesis to ProQuest ETD, an email is automatically sent to the Graduate Research Services Specialist alerting them that there is a new document to review.
- The GRS Specialist will go through your document, comparing it to the Format Checklist from the manual and making sure that there are no other issues with the formatting that might not have been included in the checklist.
- The Specialist will make a list of specific formatting revision requests and send a message back to you, asking for you to make those changes and re-submit the document to ProQuest ETD. This might happen several times before the document is formatted correctly.
- When the document is finally acceptably formatted, the GRS Specialist will send a message letting you know that the Formatting section of your Thesis Approval Form has been signed, and the form has been sent to the Dean of the School of Graduate Studies for her final signature.
- When all signatures are present, the GRS Specialist will send an email to you, your Committee Chair, and the Registrar to announce that your thesis has been approved.



A Few Important Things to Keep In Mind

1. Many thesis/dissertation documents take several rounds of revision notes before they are ready to be accepted. Do not wait to submit your thesis to ProQuest ETD; when you have your Thesis Approval Form signed and your document formatted, upload as early as you can in order to receive feedback and make changes.
2. Your thesis approval is only one of the requirements for graduation. Receiving the email that your thesis has been approved does not mean that you have completed all of the requirements; be sure to check with the registrar or with your department to make sure that everything is in place for you to receive your diploma.
3. If you miss the deadline to submit your graduation requirements in the semester for which you applied, you don't have to pay to re-apply, but your graduation application will be rejected, and you will have to contact the Registrar to see what your next steps are in order to graduate in the next available semester.
 - The final deadline for approval of graduation requirements is the 30th of the month after the semester ends. (For example, if the semester ends in May, your thesis must be fully completed and approved to the Registrar by June 30th, or your graduation application will be rejected.)



If You Need Help...

The Office of Graduate Research Services is available to help you figure out this process, and to make it as painless as possible for you to complete your thesis.

If you ever need to contact the Office, you can use any of these methods:

- Email: graduateresearch@rowan.edu or tharp@rowan.edu
- Phone: 856-256-5092 or x65599

There are weekly announcements for Virtual Office Hours when you sign up for the Pre-Submittal Workshop, but if you ever want to go over your thesis document outside of those announced times, just email with your availability, and we will set up a good time to talk.

